



FOR OFFICE USE ONLY

Case No. _____

Date Submitted _____

**SMALL & PORTABLE STRUCTURES
SITE PLAN APPLICATION**

MINIMUM SUBMITTAL REQUIREMENTS

- ☐ \$200.00 site plan application and review fee (includes 3 staff reviews).
- ☐ Ten (10) folded copies of site plan.
- ☐ A copy of the attached site plan checklist with all items checked off or a brief explanation as to why they are not checked off.

NAME OF PROJECT _____

ADDRESS _____

LEGAL DESCRIPTION _____

APPLICANT (Primary Contact for the Project):

Name _____ E-Mail _____

Street Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____

PROPERTY OWNER'S INFORMATION:

Name _____ E-Mail _____

Street Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____

OTHER CONTACTS (Please specify type of contact, i.e. project manager, potential buyer, local contact, etc.)

Name _____ E-Mail _____

Street Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____

CURRENT ZONING OF HOST SITE _____

PRESENT USE OF HOST SITE _____

OF PARKING SPACES PROVIDED AT HOST SITE A. _____

OF PARKING SPACES REQUIRED BY HOST SITE AND PRESENT USES B. _____

OF PARKING SPACES TO BE USED BY PROPOSED BUILDING & USES C. _____

(building footprint, outside seating areas, landscaping, etc.)

OF PARKING SPACES REQUIRED FOR PROPOSED USE D. _____

OF PARKING SPACES REMAINING FOR HOST SITE [A-(C+D)] = E. _____

(E should be greater than B)

PROPOSED USE _____

VARIANCE(S) REQUESTED AND REASON(S) _____

- ☐ \$100.00 Development Permit Application Fee (if applicable)
- ☐ \$300.00 Public Infrastructure Inspection Fee if applicable. (This fee is payable if construction of a public waterline, sewerline, sidewalk, street or drainage facilities is involved.)

The applicant has prepared this application and certifies that the facts stated herein and exhibits attached hereto are true and correct.

Signature of Owner, Agent or Applicant

Date



SUBMIT APPLICATION AND THIS
LIST CHECKED OFF WITH 10
FOLDED COPIES OF SITE PLAN FOR REVIEW

SMALL AND PORTABLE STRUCTURES
Site Plan Proposal Minimum Requirements
(All City Ordinances Must Be Met)
Including But Not Limited To The Following:

- ☐ 1. Sheet size - 24" x 36" (minimum).
- ☐ 2. A key map (not necessarily to scale).
- ☐ 3. Title block to include:
 - ☐ Name, address, location, and legal description
 - ☐ Name, address, and telephone number of applicant
 - ☐ Name, address, and telephone number of developer/owner (if differs from applicant)
 - ☐ Name, address, and telephone number of architect/engineer (if differs from applicant)
 - ☐ Date of submittal
 - ☐ Total site area
- ☐ 4. North arrow.
- ☐ 5. Scale should be largest standard engineering scale possible on sheet.
- ☐ 6. Ownership and current zoning of parcel and all abutting parcels.
- ☐ 7. **Existing** locations of the following on or adjacent to the subject site:
 - ☐ Streets and sidewalks (R.O.W.).
 - ☐ Driveways (opposite and adjacent per Driveway Ordinance 1961).
 - ☐ Buildings.
 - ☐ Water courses.
 - ☐ Show all easements clearly designating as existing and type (utility, access, etc.).
 - ☐ 100 yr. floodplain and floodway (if applicable) on or adjacent to the proposed project site, note if there is none on the site.
 - ☐ Utilities (noting size and designate as existing) within or adjacent to the proposed site, including building transformer locations, above ground and underground service connections to buildings.
 - ☐ Meter locations.
 - ☐ Topography (2' max or spot elevations) and other pertinent drainage information. (If plan has too much information, show drainage on separate sheet.)

- ☐ 8. **Proposed** location, type and dimensions of the following.:
- ☐ The gross square footage of all buildings and structures and the proposed use of each building. If different uses are to be located in a single building, show the location and size of the uses within the building. Building separation is a minimum of 15 feet w/o additional fire protection.
 - ☐ Structure will be anchored properly according to building code standards.
 - ☐ Building does not take up parking need by host site to comply with city requirements.
 - ☐ Setbacks. Show building setbacks as outlined in Ordinance 1638 Zoning Ordinance, (Section 7, Table A).
 - ☐ Off-Street parking areas with parking spaces drawn, tabulated, and dimensioned. Minimum parking space is 9' x 20', or on a perimeter row 9' x 18' with a 2' overhang. Designate number of parking spaces required by ordinance and provided by proposal.
 - ☐ Handicap parking spaces.
 - ☐ Drives. Minimum drive aisle width is 23' with head-in parking or 20' without parking.
 - ☐ Security gates (show swing path and design specs with colors).
 - ☐ Sidewalks (both public and private). Sidewalks are required at time of development if property has frontage on a street shown on the Sidewalk Master Plan or if the Project Review Committee determines the necessity. (Refer to Section 10.2 of the Zoning Ordinance.)
 - ☐ Medians. Show any and all traffic medians to be constructed on site.
 - ☐ Landscape Reserve. A twenty four foot setback from R.O.W. to curb of parking lot is required. Pavement may encroach into this 24' reserve by up to 1134 square feet if streetscape requirement can still be met. In no case may the pavement be less than 6' from the property line.
 - ☐ Landscaping will be provided according to Northgate Standards.
 - ☐ Detention ponds, Guard rails, Retaining walls, if necessary.
 - ☐ All required and other types of fences (a 6' privacy fence is required between industrial/commercial and residential developments as well as between multi-family and single family developments).
 - ☐ Sites for solid waste containers with screening. Locations of dumpsters are accessible but not visible from streets or residential areas. Gates are discouraged and visual screening is required. (Minimum 12 x 12 pad required.)
 - ☐ Show all easements clearly designating as proposed and type (utility, access, etc.) If dedicated by separate instrument, note volume and page.
 - ☐ Utilities (noting size and designate as proposed) within or adjacent to the proposed site, including building transformer locations, above ground and underground service connections to buildings.
 - ☐ Meter locations (must be located in public R.O.W. or public utility easement).
 - ☐ Provide a water and sanitary sewer legend to include water demands (minimum, maximum and average demands in gallons per minute) and sewer loadings (maximum demands in gallons per day).

- ☐ Proposed grading (1' max for proposed or spot elevations) and other pertinent drainage information. (If plan has too much information, show drainage on separate sheet.)
- ☐ Show proposed and existing fire hydrants. Fire hydrants must be located on the same side of a major street as a project, and shall be in a location approved by the City Engineer. Any structure in any zoning district other than R-1, R-1A, or R-2 must be within 300 feet of a fire hydrant as measured along a public street, highway or designated fire lane.
- ☐ Show fire lanes. Fire lanes a minimum of 20 feet in width with a minimum height clearance of 14 feet must be established if any portion of the proposed structure is more than 150 feet from the curb line or pavement edge of a public street or highway.

NOTE:

- Fire hydrants must be operable and accepted by the City, and drives must have an all weather surface as defined in the Zoning Ordinance Section 9 before a building permit can be issued.
- Wheelstops may be required when cars overhang onto property not owned by the applicant or where there may be conflict with handicap accessible routes or above ground utilities, signs or other conflicts.
- Signs are to be permitted separately.

- ☐ 9. Are there impact fees associated with this development? Yes ☐ No ☐
- ☐ 10. Are any public infrastructure improvements required? Is development permit required?
Yes ☐ No ☐ N/A ☐

Submit copies of the following in addition to the site plan:

- ☐ 11. County Health Department Approval.
- ☐ 12. Agreement with host site for restroom facilities.
- ☐ 13. Agreement for trash pick-up.